



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2021-18
12/06/2021

POSITION VACANCY

Position: CHIEF DEPUTY CLERK

Salary Range: JSP 16 – 17 (\$166,587 – 183,300)

Closing Date: Resumes received on or before January 14, 2022 will receive full consideration. However, resumes will be accepted until the position is filled.

Position Overview:

The United States Court of Appeals for the Seventh Circuit seeks an experienced attorney to serve as the Chief Deputy Clerk. The Chief Deputy Clerk supports the operational and administrative functions of the Clerk's Office, serves in an advisory capacity to the Clerk regarding policy matters, and performs all necessary duties in the absence of the Clerk.

Specifically, the Chief Deputy Clerk serves as the general office manager of Clerk's Office functions including: case management, personnel, statistical reporting, automation, court sessions, financial and procurement. He or she also: (1) directly supervises mid-managers and oversees and coordinates all case processing activities; (2) establishes, adjusts, and ensures compliance with quality control standards; (3) assists in establishing and enforcing operating procedures and standards and ensures compliance; (4) assists in developing organizational goals and objectives, and (5) establishes plans, priorities, and deadlines for completion of work assignments.

Qualification Requirements:

Candidates must possess a juris doctor from an accredited school of law, be admitted to the bar, and have a minimum of four years of progressively responsible administrative, professional, or legal experience that provides a general understanding of management practices and administrative processes. Candidates must have strong interpersonal skills, highly developed analytical and problem-solving skills, and the ability to exercise mature judgment.

Preferred Qualifications:

- Prior management experience in court administration in a federal appellate, district, or bankruptcy court, or in a state-court system, including familiarity with budget, fiscal, personnel, space and facilities, and information-technology operations.
- At least three additional years of experience in a position of substantial executive-management responsibility.
- Operational knowledge of the courts, office automation, including automated case-management systems, and a working knowledge of the Federal Rules of Appellate Procedure and the Seventh Circuit's Rules.
- Candidates should have the ability to:
 - assume and delegate authority;
 - lead with vision, creativity, and initiative;
 - articulate priorities, and develop and execute strategic plans;

- communicate clearly, both verbally and in writing; and
- integrate current and future technologies.

- Strong analytical and interpersonal skills.

Information for Applicants:

- Employees in executive, highly sensitive positions such as the Chief Deputy Clerk undergo an initial OPM background investigation. Appointment is provisional and contingent upon the satisfactory completion of a background investigation.
- Application materials will be screened and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome.
- Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship.
- Travel expenses for interviews cannot be reimbursed.
- Employees of the U.S. Courts are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- The U.S. Court of Appeals for the Seventh Circuit reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

Benefits: Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Applicants should email resume and cover letter in PDF to:

ca7_hr@ca7.uscourts.gov

Attention:

Christopher G. Conway

Clerk

Everett McKinley Dirksen United States Courthouse

219 South Dearborn Street - Room 2722

Chicago, Illinois 60604

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER